

**Sweffling Parish Council meeting  
8<sup>th</sup> July 2025 7:30pm  
Sweffling Hut, The Street, Sweffling**

**MINUTES**

**SPC/2025/07/17: Attendance**

1. Present: SPC Cllr John Tesh (Chair) SPC Cllr Amanda Daniel, SPC Cllr Jillian Abbott, SPC Cllr Jenny Tyson. SPC Cllr Audrey Lummis.

Resident: Mike Smithson (advisor on flooding matters), the Clerk Peter Grogan

2. **Apologies:** SSC Cllr S Burroughes & ESDC Cllr Langdon-Morris

**SPC/2025/07/18 Chair's welcome:** The Chair welcomed everyone to the meeting and read out the recording statement.

**SPC/2025/07/19 Declaration of Interests:** No interests were declared, and all Cllrs declared their Council Tax payments were up to date.

The Clerk checked after the meeting and only updates need to be put on the Register of Interests, no yearly re-registration is required.

**SPC/2025/05/20 Minutes of Last meeting:**

1. **Approval of minutes:** The minutes of the last Parish Council meeting of the 13<sup>th</sup> May 2025 were agreed and signed as a true record. The minutes had been circulated to Cllrs and no errors or omissions were raised.
2. **13<sup>th</sup> May minutes: Proposed** by Cllr Daniel, **seconded** by Cllr Abbott, **Approved** unanimously. They were duly signed by the Chairperson.
3. **Minutes of the Annual Parish 2024 meeting:** the clerk was asked to note that the RFO at the time was Cllr Daniel and not Peter Grogan.
4. **Matters Arising:**
  - a) **AGM - Declarations of Office:** The Chair and Deputy Chair signed the forms the Clerk had omitted to bring to the previous meeting.
  - b) **Representations on Sealink Plans:** The representations were submitted
  - c) **Playground Inspection:** Completed and no action required
  - d) **Clearance of drainage channels:** The Clerk and Cllr Daniel have not yet written to Mr Gibbons to arrange clearance of the ditch.

- e) **Mr Smithson to coordinate a flood survey (Section 19)** : Mr Smithson attended the meeting and has drafted the section 19 report.
- f) **Clerk Appraisal**: The Clerk Appraisal is still outstanding

### **SPC/2025/07/21: Reports from County Council, District Council and Suffolk Constabulary**

1. **County Councillor Stephen Burroughes** had sent his apologies and sent a copy of his County wide report.
  - a. Councillors noted that the report contained reference to violence against women but appeared to lack any commitment to this. The Parish Council resolved to revisit its own policies to ensure they were robust in this regard.
  - b. Councillor Burroughes has offered a Zoom meeting to ensure contact is maintained and Councillors would like the matter of violence against women be raised at any such meeting.

**ACTION:** Clerk to revise current Parish Council policy documentation to include a resolve to support victims of violence against women.

2. **District Councillor Langdon-Morris** had sent his apologies and sent a copy of his District report.
3. **Suffolk Constabulary** have directed enquiries to their website. [Suffolk Police website](#). It was noted that PC Christian Hassler will be available in Framlingham.

### **SPC/2025/07/22: Flooding Update / Emergency Plan**

1. Mike Smithson, who is supporting the PC in respect of responding to the 2023 flooding, attended the meeting. He reported that in order to complete the Section 19 report, he was collecting evidence of the flooding including photographs, first person witness accounts etc. Mr Smithson agreed to send a copy of his draft report to the Parish Councillors for comment, prior to submission to the County Flood response co-ordination team.
2. Mr Smithson raised the matter of the need for some form of Emergency Plan and how it could be useful in the event of another such incident. The Councillors agreed that a low key, zone-based approach would be suitable given sufficient support from the residents. This could be based around a list of vulnerable people, a number of Zone co-ordinators and a list of those with specialist skills and equipment.

### **SPC/2025/07/23: Local Infrastructure Projects:**

1. **SEALINK:** In response to the National grid S56 Notice to inform residents and local bodies of the intention to install the power lines and infrastructure in Suffolk. Sweffling PC register had made representations to the website.

**SPC/2025/07/24: Village Matters:****1. Grit Bins:** Cllr Abbott agreed to compile a map showing:

- a. The position of the current grit bins and if they were damaged and if they contained any grit.
- b. The position of additional desired grit bins to ensure areas of greatest need were identified.

**2.** The Clerk would send this map to Highways to see what could be done before the winter.

**ACTION:** Cllr Abbott to prepare the map of grit bins

**3. Jubilee Field:**

- a. As Cllr Ashurst has left Cllr Tyson agreed to take on the supervision of the Jubilee Field.

**ACTION:** Clerk to write to Mr Kindred advising him of the new contact over any issues in mowing the field

- b. There was concern over any restrictions on a public space such as Jubilee field and playgrounds regarding the dogs.

**ACTION:** Clerk to investigate and report to Councillors

- c. There had been no news from District Councillor Langdon-Morris over funding for the picnic table

**ACTION:** Clerk to follow up with Cllr Langdon-Morris

**4. Defibrillator:** Cllr Tesh reported that he written again but was waiting for Sarah at the St John's Ambulance Brigade to come back to him with prospective dates for the Defibrillator and CPD training, as a last resort he would catch up with her at the Fete.

**NOTE:** After the meeting the Clerk remembered has been contacted by the National Defibrillator Network to ask that our Defibrillator be registered.

**ACTION:** Clerk to ask Cllr Daniel to register the Defibrillator

**5. Fibre broadband:** There is still a great deal of confusion over the installation of Fibre across the village.

**ACTION:** Cllr Abbott agreed to do a little investigation and report back

**6. Village Fete:** The Sweffling Village Fete will be held on the 16<sup>th</sup> August**7. Co-option of new Parish Councillors**

- a. It was agreed that following the departure of Cllr Ashurst and the Electoral Notice Period that the Council would advertise for new Parish Councillors on the Notice Board and the website.

**ACTION:** Clerk to prepare and advertisement

- b. There was some uncertainty about the conditions applied to becoming a Parish Councillor.

**ACTION:** Clerk to circulate the conditions required.

### **SPC/2025/07/25: Correspondence**

1. There has been an email from Laura Parsons-Mann requesting the reports from the Annual Parish meeting so she could add them to the website. The Clerk had sent the reports to her.

### **SPC/2025/07/26: Finance**

1. **To authorise cheques** – none processed
2. **Sovereign invoice for Playground Inspection** – It was noted that the invoice for the playground inspection had been submitted for £215.88. This would be paid by DD (£17.99) every month as in previous years.
3. **1st Quarters monitoring Accounts:** - The first quarters accounts had been circulated prior to the meeting and were approved

**Proposed:** Cllr Daniel. **Seconded** Cllr Abbott. **Approved** Unanimously

4. **Ear Marked Reserves:** Following a recommendation in the Annual Audit the Clerk proposed the following Ear Marked Reserves:
  - a. **Provision for Election - £1,000**
  - b. **Asset Repair or Renewal - £1,000**
  - c. **Replacement PC for the Clerk - £600**

**Proposed:** Cllr Daniel. **Seconded** Cllr Tyson. **Approved** Unanimously

5. **To note the increase in MS 365 Licence cost** – Noted
6. **To note issues with Barclays removing authorisation from Cllr Daniel** – Noted
7. **Approve on-line payments already authorised on-line:**

a) Clerk Salary May 2025	£228.81
b) Clerk salary June 2025	£228.81
c) HMRC P30 1st Qtr 2025-26	£161.80
d) SALC Audit Fee 2024-25	£219.60
e) Mowing Jubilee Field June	£160.00

**Balances as at 10/05/2025:** Current Account **£9,676.19**, Premium Account: **£5,028.83**.

**Proposed** Cllr Daniel, **Seconded** Cllr Tyson, **Approved** Unanimous

**SPC/2025/07/27 Audit 2024-25:**

1. **Publication of Public Notices:** The Parish Council to note that the Public Notice and Accounts had been posted to the website in good time.
2. **Ear Marked Reserves:** The Council had approved ear Marked Reserves and reduced its General Reserve
3. **The Clerk to adopt Gov.UK email:** The Council agree that the Clerk would start using Gov.UK email account as soon as was practicable
4. **Adoption of revised 2025 Standing Orders & Financial Regulations**
  - a. **Standing Orders:** Proposed Cllr Abbott, Seconded Cllr Tyson Approved Unanimously
  - b. **Financial Regulations:** Proposed Cllr Abbott, Seconded Cllr Tyson Approved Unanimously
5. **Thanks to the Clerk:** The Councillors expressed their appreciation to the Clerk for the work carried out to complete the Audit

**SPC/2025/07/28 Planning Matters:**

1. **To receive planning decisions:** There have not been any
2. **To consider any planning applications:**
  - a) **DC/25/0541/P4BC Holdens Lane** – Noted

**SPC/2025/07/29 Any Other Business:**

1. **Laptop Computer for the Clerk:** The current PC is 8 years old and can not be updated to work with Windows 11. The PC agreed that the Clerk should investigate getting a new PC from a local supplier rather than Amazon. Curry's / PC World and 121 computers in Diss were recommended.  
**ACTION:** Clerk to look to get a quotation to bring to the next meeting
2. **Defibrillator:** After discussion it was decided that a sum of £1,000 should be added to the Asset register to record the addition of the Defibrillator  
**ACTION:** Clerk to add defibrillator to the Asset register and adjust Insurance
3. **Strimmer:** It was noted that the Strimmer is already on the Asset Register
4. **Jubilee Field payments for grass cutting:** It was decided that following adjustments in last year's budget no formal payment schedule was required as payments were weather dependent
5. **Hut Rental Payments for Parish Council meetings:** Cllr Tyson agreed to draft a letter setting out the schedule for rent payments for the Hut, to be paid annually.  
**ACTION:** Cllr Tyson to write to it the Clerk setting out the bi-monthly charge for renting the hut for Parish Council meetings
6. **Tasks for Councillors:** Defer to September agenda
7. **Keys for Noticeboards:** Note Steve Ashurst had returned the keys

8. **Neighbourhood Watch:** Cllr Tyson asked that the Parish Council formalise links with the Local Constabulary for updates about crime etc in the local area. The meeting agreed that Cllr Tyson should go ahead and do whatever was necessary

**SPC/2025/07/30: Date of Next Meeting:**

1. The next meeting is scheduled for 7:30pm September 9<sup>th</sup>, 2025, in the Sweffling Hut

**Peter Grogan**  
**Sweffling Parish Clerk and RFO**  
**20/07/2025**